**Significant Accomplishments and Contributions**

**Approval Form**

During the fall Goal Setting Conference, the following Significant Accomplishments and Contributions were discussed and agreed upon by the Evaluating Administrator and the LSEA Member. Throughout the year, the LSEA Member will keep applicable documentation to show the agreed upon activities have been accomplished. This documentation will be presented to the evaluator no later than the final conference of the evaluation year to be included in that year’s rating.

In the event that a Significant Accomplishment/Contribution is not granted by an Evaluator, the Director of Human Resources and representatives from LSEA will meet and make the final determination on the merits of the proposed activity for inclusion in the evaluation process.

If the exact nature and extent of the applicable documentation is not delineated in the agreement (or lacks specific detail) between the member and the administrator, the member shall be given deference in terms of whether the provided documentation is sufficient. The provided documentation shall be considered presumptively sufficient and approval shall not be withheld.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approved Significant Accomplishment/Contribution | Date Agreed Upon | Evidence Provided of Completion (Yes/No) | Date of Completion | Points Awarded |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
|  |  |  |  | Total Points: |

\* Refer to the Significant Accomplishments and Contributions Approved List for already approved activities

Discussion Notes (to be initialed and dated by both parties each time notes are added)

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Evaluating Administrator Signature Date LSEA Member Signature Date